



PETTY CASH REQUEST

Date Amount

Vendor

Items Purchased

Fund	Agency	Org	Appr
Object	Activity	Project or Job	Rptg Cat

Payee Signature _____

Petty Cash Custodian _____

PETTY CASH MAY NOT BE USED FOR: EMPLOYEE TRAVEL OR WAGES, CASHING PERSONAL CHECKS, LOANS (IOUs) TO EMPLOYEES OR OTHERS, UTILITY BILLS, SERVICES, PURCHASE OF FOOD OR BEVERAGE, REGISTRATION FEES, OR MEMBERSHIPS AND DUES.



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